

**DREFM**Division of Real Estate and Facilities Management  
Bureau of Parking and Building Access

dgs.virginia.gov

## Identification and Building Access Card Application For VITA Employees & Contractors

VITA/NG employees and contractors who provide services or work in a building at the Capitol Complex are required to submit this application. If you are a non-state employee, this information will be used as a basis for issuance of a security clearance and suitability determination.

Your Social Security Number may be requested to exclude potentially derogatory information. Information contained herein is authorized by Sections 2.2-3803, 15.2-1722, and 30-34.2:1 of the Code of Virginia.

Contractors and employees must submit this form, with the first page completed, to the Access Card Coordinator at the agency they will be working for. This request must be received by DGS at least five working days prior to commencement of work.

<b>Employee Status:</b> <input type="checkbox"/> VITA/State Employee <input type="checkbox"/> Non-State/Contractor			
<b>PART 1: Company or Agency Information</b>			
Company or Agency Name:			
Supervisor's Name:			Phone:
Fax:	Email:		
Employer Identification Number / Federal Tax Identification Number: *			
<b>PART 2: Applicant's Information</b>			
First Name: (legal name)		Middle Name:	
Last Name:		<input type="checkbox"/> Initial Issue <input type="checkbox"/> Renewal/Replacement	
Position Title:			
Phone:		Email:	
Date of Birth: * (mm/dd/yyyy)	Sex: * <input type="checkbox"/> Male <input type="checkbox"/> Female	Race: *	
Driver's License Number: *		State Issuing the License: *	

\*- Fields required for non-state employees

By providing your signature below you agree that the information you have provided is accurate. Any false information submitted will be grounds for denial/revocation of any clearances issued and/or prosecution under state law. I agree that I will:

- Safeguard the card and not allow it to be used by anyone else;
- Illegal possession of cards will be prosecuted under all applicable state laws;
- Notify the Agency Coordinator immediately if the card is lost or stolen;
- Pay the \$15.00 fee if my card needs to be replaced;
- Return the card to the Agency Coordinator immediately upon termination of my employment;
- Wear the card at chest level on my outermost garment and in clear view.

<b>Signature of Applicant:</b>	<b>Date:</b>
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DGS-32-006 (VITA) 8/20 Rev

<b>Applicant's First &amp; Last Name:</b>		
<b>PART 3: Tenant Agency Card Coordinator Completes</b>		
Coordinator's Name:		Phone:
Agency:		
Division/Sub-Unit:		
Start/Effective Date:		Termination/Expiration Date: (Maximum is One Year)
Check the Appropriate Action: <input type="checkbox"/> Access Change (new card not issued) <input type="checkbox"/> Initial Issue <input type="checkbox"/> Renewal Replace Card Because: <input type="checkbox"/> Broken <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Name Change		
Building Number	Access Group	Access Level
		<input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> No Access, ID Card Only (don't fill in Access Group)
		<input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> No Access, ID Card Only (don't fill in Access Group)
		<input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> No Access, ID Card Only (don't fill in Access Group)
		<input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> No Access, ID Card Only (don't fill in Access Group)
If Access Level II or III is selected, please provide a justification:		

**Building Number:** Look-up on the Parking Services and Building Access Section website

**Access Group:** Contact the Parking Services and Building Access Section to request appropriate codes for your office area(s)

**Access Level:**

Level	Hours	Days
I	6:30am – 6:00pm	Monday-Friday (No Holidays)
II	24 Hours	Monday-Friday (No Holidays) - <b>(Requires supervisor's justification)</b>
III	24 Hours	365 Days a Year - <b>(Requires supervisor's justification)</b>

<b>Signature of Applicant's Supervisor:</b>	<b>Date:</b>
<b>Signature of Tenant Agency Head or Designee:</b> (Designees must be on file with DGS)	<b>Date:</b>
<b>VITA Approval:</b>	<b>Date:</b>